

MINUTES
LAWTON ENHANCEMENT TRUST AUTHORITY
NEW CITY HALL 3rd FLOOR CONFERENCE ROOM
212 SW 9th STREET
JULY 09, 2014

Jay Burk, Chairman, called the meeting to order at 3:00 p.m. in the New City Hall 3rd Floor Conference Room. Notice of meeting and agenda were posted on the City Hall notice board as required by law.

ROLL CALL:

PRESENT: Rosemary Bellino Hall (entered late); Jay Burk; Barry Ezerski (entered late); Bob Dismuke; Jane Godlove; Mary Ann Hankins; Jean Harbison; Anika Safi; Addie Smith; Kerry Sweeney.

ABSENT: Maria Shahan.

OTHER PRESENT: Denise Ezell, City Clerk's Office; Brooks Mitchell and Kristen Duggins, Financial Services; Richard Rogalski, Planning Department; Anthony Griffith, Neighborhood Services; Kim Shahan, Parks & Recreation Department.

BUSINESS ITEMS:

1. Reports

A. Receive report from Dennis Totte.

Burk stated Totte is on vacation but stated he had nothing pressing to report.

Shahan stated winter did a job on the landscaping at McMahon Park. In my opinion we need to have new plantings installed and I asked Totte to give us a proposal. I would like to present this to you so we can get back to the level of what our expectations are for the park.

Burk asked when is the national tournament to be held.

Shahan stated one is scheduled for the end of the month but it might not make.

Burk stated the park is finally making a statement that we care. We are trying to get approval from Council and through the CIP to finish some projects. I drove by the airport yesterday and we have lost several crape myrtles and grasses there.

Godlove asked were they newly planted shrubs that died.

Shahan stated most were the original plantings.

Ezerski asked what is the total.

Shahan stated \$12,000.

Burk stated the proposal states: Field 3 remove and install 3 bald cypress, remove and replace 19 crape myrtles in the parking lot, remove and replace 3 dead trees on Field 3, reinstall 3 lacy bark elms, remove and replace 6 dead trees on Field 1, 1 crape myrtle, 1 flat erobbie grass, 2 crape myrtles at skate park, 3 crape myrtles in a grouping, knockout roses at south entry, 2 crimson barberries, 2 Shumard Red Oak, 8 Indian Hawthorns, 3 nandina's, 2 flats erobbie and remove all t-post and wire from trees that are ready to support themselves. Can't our guys do some of this?

Shahan stated we can.

Burks stated if we do the removal Totte could replant. Would you ask him to re-do this proposal and bring it back to the next meeting.

Godlove asked can we do the removals now to remove the ugly.

Shahan stated yes.

Burk stated would you ask him to also give us a proposal for the airport.

Shahan stated I would like to say that Maria enjoys being involved with this group. We have had a tough month. Everything is good in terms of the test that came back associated with her cancer but there are some ongoing evaluations. There might be times she is unable to attend and she wanted you to know why. I appreciate your support to her and your involvement in her life.

Burk stated we are praying for her and we love her.

B. Treasurer Report

Duggins stated we are almost 100% through with entering into QuickBooks. Today I'm supplying a bank reconciliation but next month we will have a balance sheet and income statement.

Mitchell stated basically we have all the transactions through June 30, 2014. Duggins has done a great job. She has done a year worth of work in just a couple of days. We are almost across the finish line.

Burk stated so we have an ending bank balance of \$125,085.26. Are there any questions about the treasurer's report?

Motion by Ezerski, Second by Dismuke, to accept the treasurer's report. **Aye:** Burk; Dismuke; Ezerski; Godlove; Hankins; Harbison; Safi; Smith; Sweeney; Bellino. **Nay:** None.
Motion Passed.

C. Receive report from Kim Shahan, Parks and Recreation Director

This was covered under item A.

D. Receive report from Public Relations Committee

Ezerski stated everyone has been on vacation so at this point they haven't placed anything on the billboard. I spoke with Max this morning and he hopes to have something up by tomorrow. He is going to run Yard of the Month one (1) month at a time. When you are driving 45 mph you don't want too much information. Do we want it to state Lawton Beautiful?

Burk stated yes.

Ezerski stated then it will say "Lawton Beautiful celebrates Yard of the Month" and have a photo and the address. Hopefully it will be up by tomorrow.

Burk stated that is perfect. I told him we might be interested in a twelve (12) month lease if he could make us a deal. He is suppose to get with you on a price.

Godlove asked what is the exact location of the billboard.

Ezerski stated across from the Assembly of God Church on Quanah Parker Trailway.

Sweeney stated I believe this is a good advertising tool and I agree it needs to be short and sweet.

E. Monthly Ward Update

Dismuke asked could we move Yard of the Month up to this position. I have another meeting I need to attend.

New Business

D. Considering nominating and approving a Yard of the Month for the month of October 2014.

Dismuke stated I have not found a yard in my Ward that has impressed me. I did receive calls about a yard at 24th and Jefferson and it is the prettiest yard in town. It is a small well kept frame home. This lady has lived there about eight (8) years and has done all the planting.

Burk stated next is a house at 2510 G.

Godlove stated if you have driven down G you know it is a pretty sad little street. This house faces the railroad tracks and is beautifully kept. This is in Maria's Ward but I'm impressed with the yard due to its location and what surrounds it.

Burk stated next is 1314 Maple in Ward 2, 609 SE 40th is in Ward 4 and this was a call in, and 1311 Elm is in Ward 2. That is all of our nominations for the month of October. (By a show of hands SW 24th and Jefferson was voted the Yard of the Month for October.)

F. Receive report from Website Committee

Safi stated the website is about to go live. There were a few grammatical errors and Godlove will be making those corrections. This is very user friendly and it is easy to make changes.

Sweeney stated if someone would like to add anything that would be great. I believe we need to tweak the photos.

Burk stated send me a link so I can go in and look.

Godlove stated Safi and I will be getting together tomorrow to make those corrections. Let us make the corrections and then you can go in and look.

Burk asked when will it go live.

Sweeney stated as soon as we get it tweaked.

Burk asked could we do so by the 14th.

Godlove stated we will try.

Duggins stated I have done some research about Pay Pal and there is a fee. There is no annual or startup fee but for every transaction we will be charged 2.2% plus .30¢. I have emailed legal to verify we can run this off the City of Lawton server and have talked with IT about an email address. When we are ready IT will set up the address of LETA@cityof.lawton.ok.us and those with the password will have access. We do get some benefits for being a non-profit. Once I hear back from legal we will place this on the agenda for your consideration.

Sweeney stated 2.2% plus .30¢ on a \$5.00 donation may not be worth it.

Burk stated the good thing is we can sell t-shirt and you can pay for your banquet tickets all online. Lots of people use Pay Pal.

Duggins stated you have the option of us taking on the fee or your customer taking on the fee.

Ezerski stated we used it when we set up the site for the Lawton Makeover and it worked really well.

Sweeney asked did a lot of people use it.

Ezerski stated yes. All the donations were funneled through that site.

Mitchell asked is it a flat 2.2% or does it escalate depending on the dollar amount.

Duggins stated if the donation is over \$100,000 it will increase.

Smith stated we could set a minimum dollar amount.

Burk stated I say we do it.

Godlove stated I was thinking of little donations and didn't realize you were involving all these other things. It sounds good.

Burk stated I would love to have t-shirt and sweatshirts for people to purchase. I have also talked with Walmart about putting them in their stores and they are willing to do so.

Duggins stated once we get an answer from legal we will place this back on the agenda.

2. New Business

A. Consider Approving minutes of June 11, 2014.

Motion by Godlove, **Second** by Sweeney, to approve the minutes of June 11, 2014 as written. **Aye:** Ezerski; Godlove; Hankins; Harbison; Safi; Smith; Sweeney; Bellino; Burk. **Nay:** None. **Motion Passed.**

B. Consider Approving Invoices, Requisitions, And All Other Submitted Materials For Payment.

Burk stated we have a check for Element Fusion for the second half of our website payment for \$1,747.50, Bedrock Nursery for \$900.00 for sprinkler repairs at the median of 11th and Gore and McMahon, Mike Mazzo for \$200 for Yard of the Month April through September, Keep Oklahoma Beautiful annual membership for \$100, Robert Turner for the audits for the years 2007 thru 2012 for \$8,700.

Motion by Ezerski, **Second** by Sweeney, to approve invoices, requisitions and all materials submitted for payment. **Aye:** Ezerski; Godlove; Hankins; Harbison; Safi; Smith; Sweeney; Bellino; Burk. **Nay:** None. **Motion Passed.**

C. Consider approving the Independent Accountant's Reports for the years of 2007, 2008, 2009, 2010, 2011 and 2012.

Burks stated we can go over these individually if you would like.

Ezerski stated basically they found no discrepancies.

Burk stated correct. From this point forward our audit will be include in the city audit.

Mitchell stated what Turner did was not an audit but an Agreed Upon Procedure. This is similar to an audit but it doesn't go as in depth. The statutes have a provision where this is an acceptable report and the State Auditor has said as much. After a consultation with the State Auditor this was what was best for LETA.

Burk stated I spoke with Turner and everything has been met.

Motion by Godlove, Second by Ezerski, to accept the Independent Accountant's Reports for the years of 2007, 2008, 2009, 2010, 2011 and 2012. **Aye:** Godlove; Hankins; Harbison; Safi; Smith; Sweeney; Bellino; Burk; Ezerski. **Nay:** None. **Motion Passed.**

3. Old Business

A. Maintenance and Repairs and take action if necessary.

Nothing

4. Announcements

Burk stated I hope everyone saw the Yard of the Month in the newspaper. It was a fantastic article.

Godlove asked is the same person writing all the articles.

Burk stated I believe so.

Godlove stated we need to recognize him.

Burk stated KOB is having a free Community Improvement Workshop. You can register at their website before September 8th. One will be held on September 30th from 10 to 3 at McAlister and another on October 2nd from 10 to 3 in Oklahoma City. If you haven't been I would suggest you go. Cameron University is hosting a Celebration of Academic Festival and the topic is Sustainability, Challenges and Opportunities. They have invited four (4) major speaks and the speaker on March 12th is Jeff Speck. He will be talking about sustainable communities based on his book. He is willing to provide an additional two (2) hour workshop for city staff at a cost of \$2500 or provide the workshop plus findings for a cost of \$7500. We might want to work with the Chamber and others to do the workshop. I think part of our responsibility is education and we need to educate the community on the things that are important. This might be a door we could open to help us later on down the road. They need an answer fairly quickly.

Bellino stated we plan to show our walk ability starting at Elmer Thomas, down to 2nd Street, over to C Avenue, back up to City Hall and back to Elmer Thomas Park. We have an idea but we don't know how to do it. I believe this is what the \$7500 would do for us.

Rogalski stated possibly. We have a great foundation and I would say the education portion is the most important. I like that he focuses on communities our size. The finding isn't a bad thing if the process involves the community.

Bellino asked is that what he does for the \$7500.

Rogalski stated I'll have to look at it.

Burk stated I feel the finding is basically a memo of the finding/overview of what we have and where we need to go. I wouldn't mind spending \$7500 if you knew you were going to get something concrete. A \$7500 memo doesn't impress me.

Rogalski stated I'll talk to Fit Kids and they may be able to help with the funding. There may be other groups willing to help also.

Burk stated could I see a show of hand of who would be willing to support \$2500 if we get other entities to help. We need to let Cameron know. I would love for this to have LETA's name on it and that we are helping to host a seminar about sustainability. (By a show of hand LETA will support this if we can find other support)

Long stated I will work with Rogalski on this.

Ezerski stated I'll talk to the Chamber to see if they would be willing to help with support.

Hankins asked what about the Economic Development at Great Plains.

Burk stated of course. Do you know someone to contact.

Hankins stated yes.

Burk stated sounds great. I have a form here from the KOB that needs to be answered. This is an annual report. Godlove could I get you to try and answer this.

Godlove stated yes but I want you to help me.

Rogalski stated I'll look at the information from Cameron and if it is worth \$7500 then I could possible fund it through LMPO.

Burk stated that would be great. Thank you.

Bellino asked Griffith do you want to talk about our project on the railroad tracks.

Griffith stated I should have a concrete date in another week. We don't have any volunteers at this time but I don't believe that is an issue. Some of this falls under the railroad

right-of-way and they are very difficult when it come to you working on their property. I hope to have clearance mid to late August.

Bellino stated we don't want volunteers because this is a dangerous area.

Griffith stated we need more than just six (6) or eight (8) fireman. This will be a four (4) to five (5) hour project and we will need around a hundred volunteers.

Burk stated I would appreciate you seeing what you can do. Do we have an update on C Avenue and 2nd Street?

Rogalski stated I need to contact the Chamber. We are thinking of holding the charette at the Chamber. We need to advertise so we can get the public notified. Shahan wants to facilitate the charette. We are ready to go we just need to set a date.

Bellino asked would it be better on a week day or the weekend.

Rogalski stated I would think the evening of a week day.

Bellino asked what about after 3 Mile Thursday.

Rogalski stated that might be an excellent time.

Burk stated email us when you get a date.

Rogalski stated I'll talk with Burch from the Chamber. I'll try for the first Thursday in August.

Godlove stated Jack In The Box is still terrible. How can we enforce the ordinance?

Burk asked can't we make them clean it up.

Rogalski stated yes.

Burk stated let's see if we can get it cleaned up. A group from Lowe's contacted me about doing a project. They have \$1200 and will provide the workers.

Bellino asked why don't they landscape their own medians.

Godlove stated let's suggest that.

Burk stated I think they need a watering system.

Bellino stated then suggest they put in a watering system with the \$1200.

Burk stated okay I'll send her an email. The MacArthur High School Key Club is needing a project. They are behind on their hours.

Rogalski stated let's look around and see if we can find a city facility that needs some clean up. What kind of timeline do they have?

Burk stated would you call her.

Griffith stated I'll make contact with her.

Safi stated we have the 2nd Annual Skate Park project coming up. We will have entertainment, a skate board competition, Chick-Fil-A and hopefully Fat Boys Pizza.

Burk asked wonder what happened to our \$50,000 donation.

Bellino stated that was City National Bank and I haven't heard anything.

Godlove stated in my neighborhood we have some lovely homes with big stumps that have been left. Is there any way we can encourage them to remove the stumps. They look horrible.

Burk stated we need a form letter on LETA letterhead that we could mail. Maybe that would help.

Griffith stated my office can do all the legal research but I don't believe we can mail a letter from our office in regards to that.

Burk stated it can come from us with a list of contractors who perform the work.

Godlove stated okay.

5. Adjournment

There being no further business the meeting adjourned at 4:26 p.m.